

## NORTHSTOWE TOWN COUNCIL

### **Minutes of the meeting of the Personnel Committee 22<sup>nd</sup> September 2021, 6pm in The Wing, Pathfinder School, Northstowe.**

**Present:** Cllr Van Der Meijden (Chair); Cllr Susarla (Vice-Chair); Cllr Delip; Cllr Thompson.  
[Quorum = 4 members]. No members of the public present.

Meeting started at 6:02pm; Cllr Van Der Meijden took the Chair.

#### **11/21-22 To receive apologies for absence**

All members present.

#### **12/21-22 Declarations of interest**

None to declare.

#### **13/21-22 Public Participation**

No members of public wishing to speak.

#### **14/21-22 Minutes of the meeting of 28<sup>th</sup> July 2021**

It was proposed by Cllr Thompson, seconded by Cllr Delip and **resolved unanimously to approve the minutes of the meeting of the 28<sup>th</sup> July 2021 as a true record of that meeting.**

#### **15/21-22 Frequency of meetings**

1) To discuss and decide on the frequency of Committee meetings to be held.

It was proposed by Cllr Thompson, seconded by Cllr Delip and **resolved unanimously to hold meetings as and when required, but that these are nevertheless to be scheduled in on a monthly basis, with meetings to be cancelled at the latest one week before a scheduled meeting in case there is no business to be transacted.**

**The Clerk was tasked to ensure a meeting room is booked for meetings for the remainder of the financial year, continuing on the basis of holding a meeting one hour before monthly Full Council meetings.**

#### **16/21-22 TPT Retirement Solutions – change in Employee Pension offer**

1) To receive the report setting out the change proposed (attached).

The Chair asked the Clerk to summarise the report provided and explain the issue the Committee is asked to consider.

2) To approve the change in pension provider.

It was proposed by Cllr Susarla, seconded by Cllr Delip and **resolved unanimously to approve the change in pension provider for Northstowe Town Council**

**employees from TPT Retirement Solution's 'Pension Fund - Ethical Fund' to the TPT Retirement Solution's 'Flexible Retirement Plan' as the employer's Defined Contribution scheme offered.**

- 3) To approve a variation in contract for the Northstowe Town Council employee, reflecting the change made.

It was proposed by Cllr Delip, seconded by Cllr Susarla and **resolved unanimously to provide the current Northstowe Town Council employee with a Variation of Contract to reflect the defined pension contribution scheme change made.**

#### **17/21-22 Performance Management of staff**

- 1) To discuss what the focus should be in monitoring and appraising staff performance.

In a discussion amongst Councillors the following key points were highlighted:

- Performance management monitoring to be based on SMART Objectives.
- Employee's objectives to be linked to Council's objectives where possible.
- Objectives to be defined for the employee's probationary period, after which new objectives are to be defined.
- Clerk to define 3, maximum 5 objectives, to help set a framework for monitoring data and measuring performance.

- 2) To decide on steps towards a staff performance management framework.

It was proposed by Cllr Susarla, seconded by Cllr Van Der Meijden and **resolved unanimously for the Clerk to look at current CAPALC or similar templates and procedures, to understand how these can function in line with Town Council objectives.**

It was proposed by Cllr Thompson, seconded by Cllr Van Der Meijden and **resolved unanimously for the Clerk to devise a set of objectives for the probation period, ensuring the input from the Mayor, Deputy Mayor and the Chair of the Personnel Committee into a draft which is then to be presented to the next Committee meeting.**

#### **18/21-22 Budget Financial year 2022-23**

- 1) To provide an understanding of the timeline for budget development for the next financial year.

The Chair invited the Clerk to explain the timeline for budget development and what the Councillors need to consider.

- 2) To discuss budget needs for the Personnel Committee for 2022-23; and consider how best to define the Committee's budget needs.

In a discussion amongst Councillors the following budget headings were considered important for the Committee, for the next financial year:

- Training and development/coaching – for the Clerk
- Training and development - for Councillors
- Personnel costs, separated out (NI/Tax/pension/net salary/other costs).

It was proposed by Cllr Thompson, seconded by Cllr Delip and **resolved unanimously for the Clerk to devise draft budget headings, to be discussed further at the next Committee meeting.**

**10/21-22 Date of next meeting**

**Personnel Committee:** 27<sup>th</sup> October 2021, 6pm – The Wing.

For all Full Council and Committee meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)

Noted.

The meeting closed at 6.54pm

Signed.....

Date.....